



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRARON EIGHT SIX
390 SAN CARLOS RD SUITE G
PENSACOLA FLORIDA 32508-5503

TRARONEIGHTSIXINST 1320.1Q
N1

1 SEP 2016

TRARON EIGHT SIX INSTRUCTION 1320.1Q

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: POLICY AND PROCEDURES FOR CROSS COUNTRY AND TRAVEL REQUEST

Ref: (a) Joint Travel Regulations
(b) TRARONEIGHTSIXINST 3140.5R
(c) TRARONEIGHTSIXINST 3710.1AC

Encl: (1) Cross Country Request
(2) Travel Request

1. Purpose. To promulgate policies and procedures designed to simplify the administration of cross country and travel orders which involve the travel of personnel assigned to Training Squadron EIGHT SIX. References (a) through (c) will be referred to when creating TAD orders. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. TRARONEIGHTSIXINST 1320.1P

3. Definition. Cross country and travel orders are orders which assign personnel to temporary duty, in addition to present duties, and which direct the member, upon completion of the Travel, to resume regular duties.

4. Delegation of Authority to Issue Travel Orders. Only the Administrative Officer, Assistant Administrative Officer, or officers designated in writing by the Commanding Officer are authorized to sign orders via the Defense Travel System (DTS).

5. Action

a. Upon checking into the squadron, personnel will complete the NPPSC Travel Electronic Funds Transfer Information form. The information provided will allow liquidation of all travel to be properly routed and deposited into the designated bank account. No checks will be issued for any travel expenses, liquidated, or advance per diem.

b. Cross Country Flights

(1) Enclosure (1) will be used to request cross country orders and shall be completed in its entirety and submitted to the Assistant Operations Officer per reference (c).

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(2) Cross country approval form will be forwarded to the Administrative Department. Administrative personnel will assist individuals with the preparation of travel orders via DTS.

(3) Only instructors, Instructors Under Training, or students involved in a training event will be authorized per diem.

(4) Lodging/Berthing. Military lodging shall be used whenever practical. If traveling to the vicinity of a military facility and military lodging is not available, a non-availability statement shall be obtained prior to obtaining commercial lodging to ensure reimbursement. In the absence of a government lodging option, hotels should be booked through DTS and must be within the government rate for the travel location. Exceptions to these rules will be handled on a case by case basis. Students shall share rooms where practical during cross country travel and detachments unless approved by the Operations or Administrative Officer.

c. Training Detachments. All staff/student officers traveling for a training detachment will be funded for the entire training evolution. When an individual is authorized a rental vehicle, they are responsible for turning in and refueling the vehicle.

d. Emergency Situations

(1) Aircraft Break-down/Weather Delay. In the event an aircraft breaks down and cannot return to Pensacola on the assigned date of return, all staff/student officers assigned to that aircraft will be authorized full per diem for all additional days. Contact CWTSatoTravel to reserve lodging, rental car, and commercial air transportation.

(2) Staff/Student Officer Medically Downed. In the event staff/student officers are medically downed and cannot return to Pensacola on the assigned date of return, contact the command.

e. Schools/Conferences. Enclosure (2) shall be used to request TAD travel orders to attend schools, conferences, or other travel. Member must comply with squadron procedures for arrangements of rental car, lodging, and commercial air and prepare travel orders via DTS.

f. Hurricane Evacuations. Hurricane evacuations will be ordered per reference (b). All staff/student officers will be funded for the duration of the evacuation.

g. Medical Treatment/Evaluations. All personnel requiring medical treatment/evaluations are required to submit their treatment/evaluation referral, via their chain of command. The Administrative Department personnel will assist members in the preparation of travel orders. Strict compliance is necessary to allow for processing of rental car and lodging reservations (if required). Refer to reference (a) (<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>) for authority to pay per diem.

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h. Transportation

(1) Rental cars must be approved by the Commanding Officer or Executive Officer for all travel. For cross country flights, rental car requests shall be included on enclosure (2). Once approved, rental cars shall be reserved via DTS. The Commanding Officer or Executive Officer may give verbal authorization for a rental car after a cross country has been approved on a case by case basis. Once verbal approval is received, prior to commencement of a cross country, the Instructor Pilot is responsible for correcting DTS orders. The Instructor Pilot shall ensure the appropriate paperwork is filed with his/her travel voucher. Failure to reserve the rental car via CWTSatoTravel may preclude full reimbursement of rental car expenses.

(2) Taxi fares are reimbursable expenses when used between place of residence, lodging, or place of duty at the permanent duty station or TDY station and the transportation terminal per reference (a). Taxi fares are not reimbursable expenses when used between lodging and recreational activities while on cross countries.

i. Travel Orders (Cost or No Cost). Member will print travel orders from DTS and have in possession prior to departure from NAS Pensacola.

j. Travel Claims. All travel claims for reimbursement will be immediately processed via DTS but not later than five working days from the date of return. Failure to do so may result in order cancellation.

k. Government Travel Credit Card (GTCC). The GTCC will be used to pay for lodging, rental car, and commercial air transportation.

6. Order Modifications. The Commanding Officer, Executive Officer, or Administrative Officer may verbally authorize changes to travel orders at any time during the travel period. Upon return to the squadron, those verbal changes will be confirmed. Members traveling TAD for any reason will not be authorized any additional reimbursement for any expenses, regardless of their nature, without such stated approval.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Administrative Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority

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using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the VT-86 Website, <https://www.cnatra.navy.mil/tw6/vt86/Instructions.asp>

Enclosure (1)

TRAVEL REQUEST (TAD)

DATE OF REQUEST:

NAME:

PURPOSE OF TAD:

COST: _____ NO COST:

CIRCLE ONE

MODE OF TRAVEL: RENTAL VEHICLE YES NO
PRIVATELY OWN CONVENIENCE YES NO
DO YOU REQUIRE: FLIGHT ARRANGEMENTS YES NO
BERTHING ARRANGEMENTS YES NO
OTHER: IS LEAVE AUTHORIZED YES NO
IF LEAVE AUTHORIZED PROVIDE DATES: FM: TO:

DEPARTURE FROM	TIME/DATE	ARRIVAL AT	TIME/DATE
_____	_____	_____	_____
_____	_____	_____	_____

RETURN FROM	TIME DATE	ARRIVAL AT	TIME DATE
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL REQUIREMENT:

REQUESTOR: _____ (PRINT) _____ (SIGN)

CIRCLE ONE

DH: _____ APPROVED DISAPPROVED

XO: _____ APPROVED DISAPPROVED

EXECUTIVE OFFICER USE ONLY

CIRCLE ONE

RENTAL CAR AUTHORIZED	YES NO	FUNDED BY: _____
PRIVATELY OWN CONVENIENCE	YES NO	
COMMERCIAL AIR AUTHORIZED	YES NO	
BOQ LODGING AUTHORIZED	YES NO	CIRCLE ONE
COMMERCIAL LODGING AUTHORIZED	YES NO	FUNDS AVAILABLE: YES NO